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Division of Assessment Implementation
DAC Monday Email for November 12, 2002
Special Tuesday Edition

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Veteran's Day Holiday

State offices were closed yesterday for Veteran's Day. We did not send out a Monday email for that reason. We do have important information you need this week, so we are doing a Tuesday Edition (hot off the press!).

NAEP Deadline Approaching

If you have schools that have been selected to participate is NAEP this year, please remember that 10 pm EST Friday, November 15, 2002, is the deadline for schools to file lists of students electronically. After that time, student lists will need to be submitted in hard copy to:

> Cindy Owen,
> Kentucky Department of Education,
> 500 Mero Street/1818 CPT,
> Frankfort, Kentucky 40601.

SCHOOLS may use the "e-file" process available in the MySchool web site to submit their electronic list of students. This must be completed by November 15. STATES and DISTRICTS wishing to submit electronic student lists must and make arrangements to submit electronic files to Westat. Those arrangements must be made by November 15. If such arrangements are not made by the November 15th deadline, student lists will need to be submitted in hard copy.

If you need help with electronic submission of student lists, please see:
1) The section of the MySchool page entitled "How do I send my list of students?"
2) The document titled, "District electronic file," in the "Documents section of SCS; it provides instructions for a large district to use in preparing an electronic file of students. You may also contact the NAEP operations hotline (800-283-6237) or the NAEP State Service Center Help Desk (888-689-7060).

PERKS Document

The Literacy PERKS document is now on the KDE website under the "What's New" section or http://www.kde.state.ky.us/oapd/curric/PERKS.asp. PERKS stands for Program Effectiveness Review for Kentucky Schools and can be useful in evaluating school wide literacy programs and in developing school wide literacy plans.

Writing Cluster Leaders

A new formula for cluster leader assignments has been established by CTB in collaboration with KDE. A cluster leader should be assigned for each school that houses a grade 4, 7 and/or 12 writing assessment. This will allow schools to have a cluster leader at each assessment level. Attached is a memo from CTB about cluster leaders and a database form to complete that will provide CTB with a list of cluster leaders within your district. Please complete and forward to Anna Weiser (Aweiser@ctb.com) by November 20, 2002.

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